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2 January 1951

Advisor for Management

Chief of Procurement

Building Services Officers

1. At a meeting held in this office on 28 December 1950 with the following officials attending:

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Mr. William Peel

- Advisor for Management
- Chief, Administrative Services
- Deputy Security Officer, CIA
- Chief, Audit Division, I&SS
- Deputy Chief of Procurement
- Assistant to the Chief of Procurement

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it was unanimously agreed and concurred in that the present system of accountability inclusive of requisitioning supplies, equipment and services by operating activities be abolished and in lieu thereof there be designated one (1) building services officer with assistant services officer and clerical personnel to perform related duties in a simplified and more efficient and expeditious manner. In addition it was agreed that such duties under the proposed system could be accomplished, at this time, with fifteen (15) additional personnel. Two of which are available from the Procurement Division T/O.

2. In view of the above it is requested that thirteen (13) additional positions be assigned to the Departmental Warehouse, Supply Branch, Procurement Division T/O in order that appropriate action may be taken to accomplish proposal contained above.

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/s/ ANDREW E. VAN ESSO

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